

**Job Announcement
Full Time Position Available**

POSITION: Program Specialist

APPLICATION DEADLINE: November 21, 2008 or until position is filled.

SEND RESUME AND SALARY REQUIREMENTS TO:

**FRIENDSHIP VENTURES
Attention: Eden Wood Program Manager
10509 108th St. NW
Annandale, MN 55302**

COMPANY PROFILE:

Friendship Ventures is a privately funded nonprofit organization providing year round recreation, leisure, educational and other support services to children and adults with disabilities and their families. Friendship Ventures provides statewide services to nearly 3,000 people per year. Friendship Ventures has three main centers, Camp Friendship located near Annandale, MN, Eden Wood Center, located in Eden Prairie MN, a suburb of the Minneapolis/ St. Paul metropolitan area and Camp New Hope located in McGregor, MN. Visit our Web Site at www.friendshipventures.org.

JOB SUMMARY:

Friendship Ventures seeks a highly motivated and creative person to join our nonprofit team. This position is based at our Eden Wood Center location and primary responsibility is to assist with front line management of the year round weekend respite care, summer resident camp and other recreational/leisure opportunities to children and adults with developmental disabilities and their families/caregivers. This position will support other services offered at Eden Wood Center and at times other agency locations.

RESPONSIBILITIES:

The Program Specialist responsibilities to the Eden Wood Resident Camp, Respite Care, and Sojourn services will include staff recruitment, interviewing, hiring, training, supervision and evaluation of staff and volunteers needed to carry on a quality program. Providing front line leadership and innovation to improve and expand the current level of service and provide on-call program support. The Program Specialist will strive to provide an experience for our clients/customers, staff and volunteers that aligns with Friendship Ventures values.

QUALIFICATIONS:

Must have a high school diploma with experience in working with people with disabilities or human services. Must be able to lift at least 40 pounds. Must demonstrate leadership, enthusiasm and ability to work effectively with individuals with developmental disabilities, parents, care providers and general community. Must be positive team member, good organizational, verbal and written communications skills; possess valid driver's license, able to efficiently use or quickly learn Microsoft Office, Excel, and Word. Willingness to work flexible hours.

BENEFIT PACKAGE

- *Health and Major Medical Insurance
- *Dental Insurance
- *Long Term Disability and Term Life Insurance
- *Retirement Plan (minimum requirements apply)
- *Health Savings Account Plan
- *Paid holidays and one personal day
- *Paid vacation days as earned in calendar year
- *Paid sick days as earned in calendar year